

REGULATIONS PERTAINING TO ATTENDANCE OF **CURRICULAR UNITS**

NOVA School of Law
NOVA University, Lisbon

REGULATION 540/2015

In compliance with Articles 46 and 46a of Decree-Law No. 74/2006 of 24 March 2006, as amended by Decree-Laws No. 107/2008 of 25 June, and No. 230/2009 of 14 September, with amendment No. 81/2009 of 27 October 2009, and by Decree-Law No. 115/2013 of 7 August, NOVA School of Law approves the regulations pertaining to attendance of curricular units.

Regulations pertaining to attendance of **curricular units**

ARTICLE 1

Enrolment in curricular units of subsequent study cycles

- 1.** NOVA School of Law allows students enrolled in one of their study cycles to enrol in curricular units of the subsequent study cycle (s).
- 2.** A student enrolled in a particular study cycle can enrol in course units of the subsequent study cycle(s) of up to a maximum of 6 per semester in the set of study cycles.
- 3.** A student enrolled in a particular study cycle who is missing up to 30 ECTS to complete their course can enrol in curricular units of subsequent study cycle(s), of up to a maximum of 8 semester curricular units in the set of study cycles.
- 4.** The curricular units in which the student obtains approval are:
 - a)** subject to certification;
 - b)** subject to accreditation if the student enrolls in the corresponding cycle of studies;
 - c)** included in the supplement to the diploma that is to be issued.
- 5.** The following curricular units are not eligible: dissertation/report of internship/project work/permanent seminar on the study of the State and Law/thesis/extracurricular work/English.

ARTICLE 2

Enrolment in curricular units of any study cycle

- 1.** NOVA School of Law provides enrolment in curricular units of any study cycle up to a maximum of 6 curricular units per semester to all those interested as an external student.
- 2.** The curricular units in which the external student obtains approval are:
 - a)** subject to certification;
 - b)** credited up to the limit of 50 % of the total credits of the study cycle, in accordance with the applicable legislation, if the holder has or will acquire student status in the study cycle offered by NOVA School of Law.
- 3.** The following curricular units are not eligible: dissertation/report of internship/project, work/permanent, seminar on the study of the State and law/thesis/extracurricular work/English.

ARTICLE 3

Eligibility to enrol in curricular units

- 1.** Those who may apply to enrol in curricular units of subsequent study cycle(s) offered by NOVA School of Law are:
 - a)** undergraduate students wishing to attend curricular units of any master's or doctorate course;
 - b)** students of any master's degree who wish to attend curricular units of any PhD course.
- 2.** Those who may apply to enrol in curricular units of any study cycle offered by NOVA School of Law are:
 - a)** external students enrolled in study cycles of other higher education institutions;
 - b)** other interested parties, without any link to higher education institutions, providing they are over 16 years old.
- 3.** Students enrolled in a NOVA School of Law course of study can apply to enrol in curricular units of previous cycle(s) of studies.

ARTICLE 4

Admissions and deadlines

- 1.** NOVA School of Law, by order of the Dean, sets annually the number of admissions to each curricular unit, as well as the deadlines for submitting applications, at least one month prior to the start date.
- 2.** There may be more than one application stage.
- 3.** The established deadlines, as well as the information regarding the applications are published on the website of NOVA School of Law.
- 4.** NOVA School of Law will stipulate for each academic year the curricular units in which there will be no places or those in which access is conditioned, in which case the respective conditions will be stated.

ARTICLE 5

Applications

- 1.** Application for registration and enrolment is to be submitted to the Academic Division of NOVA School of Law.
- 2.** Submission of the application should be made electronically, accompanied by the following documents:
 - a)** Photocopy of the foreign Passport or Identity Card;

b) Proof of course enrolment, detailing the subjects enrolled in with regard to other study cycles (for NOVA School of Law students).

3. Applications beyond the established deadlines can only be accepted if there are places, and upon payment of the fee increase incurred for failure to meet deadlines, as laid out in the fee table of NOVA School of Law.

4. The registration is only valid for the academic year in which the application is submitted and expires at the end of the registration period if registration has not been made.

ARTICLE 6

Application process

1. Applications are processed according to the order in which they are received.

2. The applications list is published online on the subject website at a date stated in the opening of applications.

3. Applications for which the corresponding fee has not been paid and validated in the system are rejected outright.

ARTICLE 7

Enrolment

1. Candidates admitted must enrol online within the prescribed period, paying the fees on application corresponding to the number of curricular units in which they enrol.

2. Acceptance of the application expires if the enrolment does not take place within the deadline or if payment is not made.

3. After enrolment, the student will not be reimbursed for the payment already made even if they withdraw from the curricular unit.

ARTICLE 8

Frequency, assessment, certification

1. Students admitted to curricular units are subject to the rules applicable in the respective cycles and may choose the assessment scheme.

2. The curricular units in which the student registers for an assessment scheme and where approval is obtained are:

a) subject to certification;

b) included in a supplement to the diploma to be issued.

- 3.** The attendance of curricular units of a certain study cycle, even where approved, does not confer the right to the degree corresponding to the cycle of studies in which they are enrolled.
- 4.** Enrolment in a curricular unit confers automatic registration for the assessment exams in a final semester exam without requiring any formality from the student.
- 5.** In the semester following that in which the curricular unit has been taught, admission to the resit exam of the student who has not been approved is subject to prior registration.
- 6.** Students who are approved in a curricular unit can take an exam to improve their grades during the examination period following that in which they obtained approval, subject to prior registration. Registration in the first of these exam periods, even if the exam is not taken, prevents any registration in a subsequent period.
- 7.** Grade improvement examinations are subject to the payment of fees stipulated in the fee table of NOVA School of Law.
- 8.** Students may take only one grade improvement examination in 2nd cycle curricular units and up to 8 grade improvement exams in 1st cycle curricular units. These examinations contribute to the required limits set for study cycles applicable to NOVA School of Law.
- 9.** For joint curricular units the limit for the 2nd cycle applies.
- 10.** The 3rd cycle curricular units are subject to their own assessment regulations.

ARTICLE 9

Fees and charges

- 1.** The fees applying to curricular units are set out in the fee tables of NOVA School of Law.
- 2.** Tuition fees are payable for enrolment in the curricular units proportional to those set for the study cycles to which the curricular units belong, in accordance with the call for applications, plus the administrative costs legally provided for.
- 3.** Fees due for the certification of curricular units are in accordance with the fee tables of NOVA School of Law.
- 4.** When the curricular unit belongs to more than one cycle of studies, the fee to be charged is the fee of the curricular unit in the subsequent cycle.
- 5.** Tuition fees may vary according to the course and their actual costs. The corresponding fees are set annually.

Article 10

Administration of applications

- 1.** The Academic Division is responsible for verifying the formal compliance of

applications for enrolment in the curricular units.

2. The decision on the ranking of applications and applications for enrolment of external students is the responsibility of the Dean, subject to being delegated.

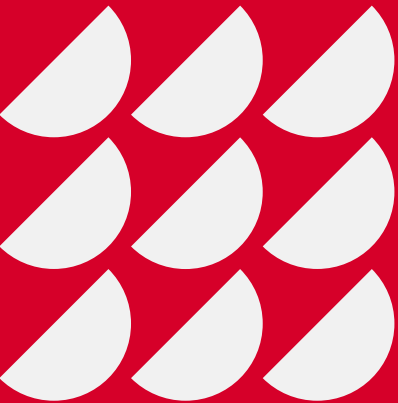
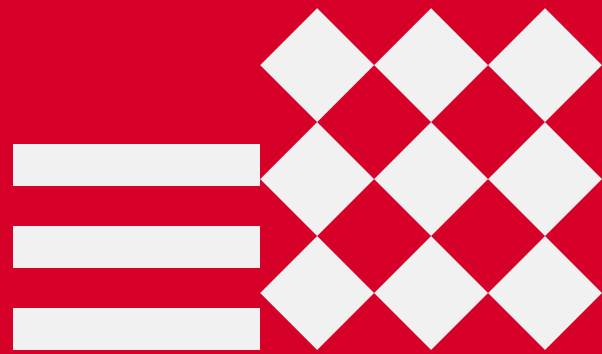
3. Doubts raised by the application of the present Regulations are resolved by order of the Dean.

ARTICLE 11

Entry into force

This Regulation shall enter into force on the day following that of its publication in the Official Gazette.

29 July 2015, the Dean, Teresa Pizarro Beleza.



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